

NAVAL STANDARDS

Naval standards are skills and knowledges, other than those defined by occupational standards, which are essential to the overall effectiveness of enlisted personnel in the performance of duty. They encompass military requirements; essential virtues of pride of service in support of oath of enlistment; maintenance of good order and discipline; and basic skills and knowledges, pertaining to the well-being of Navy personnel, which directly contribute to the mission of the Navy.

CONTENTS	<u>Page</u>
<u>Functional Areas</u>	8
<u>Paygrade</u>	
Apprentice (E-2).....	9
Apprentice (E-3).....	17
Petty Officer Third Class (E-4).....	18
Petty Officer Second Class (E-5).....	20
Petty Officer First Class (E-6)	22
Chief Petty Officer (E-7).....	24
Senior Chief Petty Officer (E-8)	26
Master Chief Petty Officer (E-9).....	27

NAVAL STANDARDS (NAVSTDS) FUNCTIONAL AREAS

- A. WATCH, QUARTER, AND STATION BILL
- B. SEAMANSHIP
- C. DRILL AND FORMATION
- D. UNIFORMS
- E. SMALL ARMS
- F. WATCHSTANDING
- G. COMMUNICATIONS
- H. SHIPS & AIRCRAFT CHARACTERISTICS
- I. SAFETY
- J. FIRST AID & HEALTH
- K. SURVIVAL
- L. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE
- M. DAMAGE CONTROL
- N. SURFACE PRESERVATION
- O. MILITARY JUSTICE
- P. CAREER INFORMATION
- Q. TRAINING
- R. MANAGEMENT/ADMINISTRATION
- S. SEA POWER
- T. CUSTOMS, TRADITIONS AND COURTESIES
- U. ORGANIZATION
- V. LEADERSHIP/SUPERVISION
- W. INTERNATIONAL AGREEMENTS
- X. SECURITY REQUIREMENTS
- Y. PROGRAMS AND POLICIES
- Z. HAZARDOUS MATERIALS

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-2]

A. WATCH, QUARTER, AND STATION BILL

A272 STATE THE PURPOSE AND CONTENT OF THE WATCH, QUARTER, AND STATION BILL

B. SEAMANSHIP

B273 KNOW THE TERMINOLOGY USED IN DECK AND BOAT SEAMANSHIP

B276 TIE FOUR BASIC KNOTS: BOWLINE, CLOVE HITCH, SQUARE KNOT, AND BOWLINE ON A BIGHT

B277 KNOW THE TYPES, SIZES, AND HANDLING OF LINE AND WIRE ROPE

C. DRILL AND FORMATION

C007 EXECUTE INDIVIDUAL POSITIONS AND FACING MOVEMENTS

D. UNIFORMS

D013 IDENTIFY INSIGNIAS AND COLLAR DEVICES OF U.S. NAVY ENLISTED RATES AND RATINGS

D014 IDENTIFY INSIGNIA AND CORPS DEVICES OF U.S. NAVAL OFFICERS

D015 MARK, WEAR, AND MAINTAIN NAVY ENLISTED UNIFORMS

D016 IDENTIFY PAYGRADE INSIGNIAS OF OTHER U.S. ARMED SERVICES

D278 KNOW THE PURPOSE OF AND QUALIFICATIONS REQUIRED TO EARN AND WEAR THE SERVICE STRIPES

D279 KNOW THE REGULATIONS CONCERNING MILITARY IDENTIFICATION CARDS AND TAGS (DOG TAGS)

D280 KNOW THE REGULATIONS FOR WEARING AUTHORIZED MILITARY AWARDS AND BREAST INSIGNIAS

D282 PREPARE AND MAINTAIN A SEABAG

D556 MAINTAIN GROOMING STANDARDS

E. SMALL ARMS

E020 FIRE THE SERVICE RIFLE AND PISTOL IN PRESCRIBED POSITIONS

E021 CLEAR A CHAMBERED ROUND OR LOADED WEAPON

E287 EXERCISE PRECAUTIONS REQUIRED TO PREVENT HEARING LOSS AND EYE INJURIES WHEN IN THE VICINITY OF, OR WHEN FIRING SMALL ARMS

E289 FIELDSTRIP AND CLEAN SMALL ARMS

F. WATCHSTANDING

F023 STAND NON-PETTY OFFICER MILITARY WATCHES

F024 STAND LOOKOUT WATCHES

F290 KNOW THE ELEVEN GENERAL ORDERS OF A SENTRY

G. COMMUNICATIONS

G034 USE STANDARD PROCEDURES AND PHRASEOLOGY ON INTERIOR COMMUNICATIONS EQUIPMENT (SOUND-POWERED TELEPHONES, INTERCOMS, ETC.)

G035 BREAK-OUT, MAN, TEST, AND SECURE SOUND-POWERED TELEPHONES

G036 USE PROPER PROCEDURES FOR COMMUNICATIONS SECURITY

G292 PRONOUNCE NUMBERS AND PHONETIC ALPHABET

H. SHIPS & AIRCRAFT CHARACTERISTICS

H038 IDENTIFY MAJOR TYPES OF SHIPS AND AIRCRAFT OF THE U.S. NAVY

H039 IDENTIFY THE NOMENCLATURE OF SUPERSTRUCTURES AND COMPONENTS OF THE SHIP'S HULL

H293 KNOW THE GENERAL CHARACTERISTICS AND MISSIONS OF U.S. NAVY SHIPS AND AIRCRAFT

H601 LOCATE DECKS AND COMPARTMENTS USING SHIP COMPARTMENT LETTERING AND NUMBERING SYSTEMS

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-2]

I. SAFETY

- I040 USE AND MAINTAIN PERSONAL PROTECTIVE EQUIPMENT (LESS DAMAGE CONTROL/
FIRE-FIGHTING EQUIPMENT)
- I295 KNOW THE HAZARDS OF USING CO2, PKP, AND HALON AS FIRE EXTINGUISHING AGENTS
- I296 KNOW THE PRECAUTIONS WHEN HANDLING AND STOWING FIRE EXTINGUISHERS
- I297 KNOW THE DANGERS INVOLVED WHEN HANDLING A CHARGED FIRE HOSE
- I298 KNOW THE DANGERS INVOLVED IN OPERATING INTERNAL COMBUSTION ENGINES IN
ENCLOSED SPACES
- I299 KNOW THE DANGERS OF ENERGIZING AND USING ELECTRICAL EQUIPMENT IN A SPACE FILLED WITH
EXPLOSIVE VAPORS
- I300 KNOW THE SAFETY PRECAUTIONS TO BE USED WHEN EMBARKED IN SMALL BOATS
- I301 KNOW THE SAFETY PRECAUTIONS TO BE USED WHEN INVOLVED IN SPORTING AND RECREATIONAL
EVENTS
- I302 KNOW THE HAZARDS AND SAFETY PRECAUTIONS WHEN WORKING IN THE VICINITY OF FLIGHT DECK
OPERATIONS
- I303 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF FLAMMABLE
LIQUIDS
- I304 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF WEAPONS,
AMMUNITION, AND PYROTECHNICS
- I305 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF ELECTRICAL AND
ELECTRONIC EQUIPMENT
- I306 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF COMPRESSED
GASES
- I307 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF COMPRESSED AIR
- I308 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF LIQUIDS UNDER
PRESSURE
- I309 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF STEAM
- I310 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF LIFELINES,
LADDERS, AND SCAFFOLDING
- I311 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF HEAVY WEIGHT
AND MOVING EQUIPMENT
- I312 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF PERSONNEL ALOFT
OR OVER THE SIDE
- I313 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF VOIDS, TANKS, AND
CLOSED COMPARTMENTS
- I314 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF CUTTING AND
WELDING OPERATIONS
- I315 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF POWER TOOLS
- I316 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF ANTENNAS
- I317 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF SUSPENDED
LOADS
- I318 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF FIBERGLASS AND
ASBESTOS
- I319 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF HIGH NOISE
LEVELS
- I320 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF LINES UNDER
TENSION
- I321 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF ROTATING
MACHINERY
- I324 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF ELECTROMAGNETIC
RADIATION
- I326 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF AIRCRAFT
- I327 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF SHIPYARDS AND
DRYDOCKS

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-2]

I. SAFETY (CONTINUED)

- I329 KNOW THE SAFETY PRECAUTIONS FOR OPERATING MOTOR VEHICLES (OPNAVINST 5100.12 SERIES)
- I330 KNOW HOW TO REPORT SAFETY HAZARDS AND VIOLATIONS
- I331 KNOW THE PURPOSE AND PROCEDURES OF THE NAVY TAG-OUT SYSTEM
- I332 KNOW THE SAFETY PROCEDURES TO FOLLOW WHEN LIFTING OBJECTS
- I333 KNOW THE SAFETY PRECAUTIONS IN HANDLING FIRE ARMS
- I338 KNOW THE NAVY'S OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM
- I595 KNOW THE SAFETY PRECAUTIONS WHEN WORKING IN AN ELECTRICAL STORM

J. FIRST AID & HEALTH

- J341 KNOW HOW TO APPLY BATTLE DRESSINGS, COMPRESSES, AND BANDAGES
- J342 KNOW HOW TO CONTROL EXTERNAL BLEEDING BY DIRECT PRESSURE, ELEVATION, INDIRECT PRESSURE, AND TOURNIQUET
- J343 KNOW THE SYMPTOMS OF, AND FIRST-AID TREATMENT FOR OPEN AND CLOSED FRACTURES, AND DISLOCATIONS
- J344 KNOW THE FIRST-AID TREATMENT FOR STRAINS AND SPRAINS
- J345 KNOW THE SYMPTOMS OF DRUG AND ALCOHOL ABUSE
- J346 ADMINISTER CARDIOPULMONARY RESUSCITATION (CPR)
- J347 KNOW HOW TO TRANSPORT AN INJURED PERSON BY FIREMAN'S LIFT, TIED HANDS CRAWL, AND STANDARD SHIPBOARD LITTERS
- J348 KNOW THE PREVENTION MEASURES AND SYMPTOMS FOR SEXUALLY TRANSMITTED DISEASES
- J349 KNOW THE PURPOSE, GENERAL RULES, AND LIMITATIONS OF FIRST-AID
- J350 KNOW THE SYMPTOMS, PREVENTION, AND TREATMENT FOR SHOCK
- J351 KNOW HOW TO RESCUE A PERSON IN CONTACT WITH ENERGIZED CIRCUITS AND THE TREATMENT FOR ELECTRICAL SHOCK
- J352 KNOW THE SYMPTOMS OF AND FIRST-AID TREATMENT FOR HEAT CRAMPS, HEAT EXHAUSTION, AND HEAT STROKE
- J353 KNOW THE SYMPTOMS, CLASSIFICATION, AND FIRST-AID TREATMENT FOR BURNS
- J354 KNOW THE PROCEDURES FOR MAINTAINING SANITARY CONDITIONS IN AND AROUND LIVING AND WORKING SPACES
- J355 KNOW THE PROCEDURES FOR MAINTAINING GOOD PERSONAL HYGIENE, HEALTH, AND FITNESS
- J356 KNOW THE PROCEDURES FOR MAINTAINING GOOD DENTAL (ORAL) HYGIENE
- J357 KNOW HOW TO ADMINISTER THE ABDOMINAL/CHEST THRUST (HEIMLICH MANEUVER)
- J358 KNOW HOW TO ADMINISTER ARTIFICIAL VENTILATION BY MOUTH-TO-MOUTH AND ALTERNATE METHODS
- J359 KNOW THE SYMPTOMS OF AND FIRST-AID TREATMENT FOR HYPOTHERMIA AND FROSTBITE
- J579 KNOW HOW TO RECOGNIZE AND REPORT SUICIDAL TENDENCIES

K. SURVIVAL

- K055 USE SHIRT AND TROUSERS AS AUXILIARY FLOATATION DEVICES
- K056 PERFORM FLOATING TECHNIQUE USING BUOYANT DEBRIS SUCH AS SHORING AND BUCKETS
- K057 DEMONSTRATE TECHNIQUE FOR SWIMMING THROUGH BURNING FUEL, OIL, AND DEBRIS
- K058 ENTER WATER FROM A HEIGHT OF TEN FEET USING ABANDON SHIP PROCEDURES
- K059 PERFORM THIRD CLASS SWIMMER QUALIFICATIONS
- K361 EGRESS FROM WORKING, BERTHING, AND GENERAL QUARTERS (GQ) SPACES
- K362 KNOW HOW TO USE CLOTHING AND BUOYANT OBJECTS TO STAY AFLOAT
- K363 KNOW HOW TO CARE FOR AND USE PERSONAL FLOATATION DEVICES
- K365 DESCRIBE METHOD USED TO DON AND ADJUST CO2 INFLATABLE AND INHERENTLY BUOYANT LIFE PRESERVER
- K366 DESCRIBE FUNCTIONAL CHARACTERISTICS OF CO2 INFLATABLE LIFE PRESERVER
- K367 KNOW THE TECHNIQUES FOR SWIMMING THROUGH OIL, FLAMES, AND DEBRIS
- K368 KNOW THE METHODS AND PROCEDURES FOR ABANDONING SHIP

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-2]

- K369 KNOW HOW TO USE LIFEBOATS AND ASSOCIATED SURVIVAL GEAR
- K370 KNOW THE RESPONSIBILITIES AND AUTHORITY OF THE SENIOR PERSON IN A SURVIVAL SITUATION

L. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE

- L063 KNOW THE TYPES OF AND PURPOSE OF PERSONAL DOSIMETERS
- L371 KNOW HOW TO CARE FOR AND USE THE CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) PROTECTIVE MASK
- L372 KNOW HOW TO USE EQUIPMENT AND CLOTHING TO PROTECT AGAINST CBR CONTAMINATION
- L373 KNOW THE MARKERS USED TO INDICATE CBR CONTAMINATION
- L374 KNOW THE PURPOSE OF CBR MONITORING AND DECONTAMINATION TEAMS
- L375 KNOW THE METHODS OF DISSEMINATING CHEMICAL AND BIOLOGICAL AGENTS
- L376 KNOW THE PROCEDURES FOR PERSONNEL DECONTAMINATION
- L377 KNOW SELF-AID AND FIRST-AID METHODS IN COUNTERING THE EFFECTS OF NERVE, BLISTER, BLOOD, AND CHOKING AGENTS
- L378 KNOW THE EFFECTS OF NUCLEAR RADIATION (ALPHA, BETA, GAMMA, AND NEUTRON)
- L379 KNOW THE PROCEDURES FOR AREA DECONTAMINATION ASHORE AND AFLOAT
- L380 KNOW THE SYMPTOMS OF CHEMICAL WARFARE (CW) AGENTS AS THEY RELATE TO INGESTION, INHALATION AND ABSORPTION
- L381 KNOW THE PROCEDURES FOR PROTECTION AFFORDED BY EACH LEVEL OF MISSION ORIENTED PROTECTIVE POSTURE (MOPP)
- L382 KNOW THE MEANING OF THE TERMS: RADIAC, RADIATION DOSE, RADIATION DOSE RATE, SAFE STAY TIME, AND MATERIAL CONDITION OF "CIRCLE WILLIAM"
- L383 KNOW THE DIFFERENCE BETWEEN RADIATION AND RADIOLOGICAL CONTAMINATION
- L384 KNOW THE PURPOSE OF AND PROCEDURES FOR ENTERING, PERSONAL CLEANSING, AND EXITING THE COLLECTIVE PROTECTION SYSTEM (CPS)/DECONTAMINATION STATION
- L385 KNOW THE PURPOSE FOR AND THE USE OF RADIATION DETECTION DEVICES AND EQUIPMENT

M. DAMAGE CONTROL

- M067 LOCATE DAMAGE CONTROL FITTINGS AND EQUIPMENT WITHIN COMPARTMENTS USING COMPARTMENT CHECK-OFF LISTS
- M069 SET AND MAINTAIN PRIMARY AND SECONDARY FIRE AND FLOODING BOUNDARIES
- M070 PROPERLY OPERATE PORTABLE AND INSTALLED SHIPBOARD FIRE EXTINGUISHING EQUIPMENT
- M071 PROPERLY OPERATE PORTABLE AND INSTALLED SHIPBOARD DEWATERING EQUIPMENT
- M072 PROPERLY DON AND OPERATE AN OXYGEN BREATHING APPARATUS (OBA)
- M386 KNOW THE HAZARDS ASSOCIATED WITH FIREFIGHTING
- M387 KNOW HOW TO DETERMINE THE FOUR CLASSES OF FIRE
- M388 KNOW THE RECOMMENDED EXTINGUISHING AGENTS FOR EACH CLASS OF FIRE
- M389 KNOW THE FUNCTION AND USE OF THE OXYGEN BREATHING APPARATUS (OBA)
- M390 KNOW THE FIRE TRIANGLE AND FIRE TETRAHEDRON IN TERMS OF FIRE PREVENTION AND FIREFIGHTING
- M391 KNOW THE CONDITIONS THAT CAUSE SPONTANEOUS COMBUSTION
- M392 KNOW HOW TO PREVENT FIRES THROUGH GOOD HOUSEKEEPING PRACTICES
- M393 KNOW HOW TO REPORT A FIRE OR OTHER CASUALTIES
- M394 KNOW THE LETTERS AND SYMBOLS THAT DESIGNATE MATERIAL CONDITIONS OF READINESS
- M395 KNOW THE PROCEDURES FOR COMPARTMENTATION AND ITS USE IN MAINTAINING WATERTIGHT INTEGRITY
- M396 KNOW THE PROCEDURES FOR BREAKING WATERTIGHT INTEGRITY AND DARKEN SHIP
- M397 KNOW HOW TO USE AND STOW THE EMERGENCY ESCAPE BREATHING DEVICE (EEBD)
- M398 KNOW HOW TO USE AND STOW THE SUPPLEMENTAL EMERGENCY ESCAPE DEVICE (SEED)
- M399 KNOW THE DUTIES AND RESPONSIBILITIES OF A REPAIR PARTY
- M400 KNOW THE SHIPBOARD PIPING IDENTIFICATION CODING SYSTEM
- M401 KNOW THE PURPOSE AND PRECEDENCE OF SHIPBOARD EMERGENCY ALARMS
- M402 KNOW WHAT ACTIONS TO TAKE WHEN EMERGENCY ALARMS ARE SOUNDED
- M403 KNOW THE MATERIAL CONDITIONS OF READINESS

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-2]

M404 KNOW THE REASONS FOR AND HOW TO SET MATERIAL CONDITIONS OF READINESS
M405 KNOW THE PROCEDURES FOR OPERATION OF PORTABLE AND INSTALLED SHIPBOARD FIRE EXTINGUISHING SYSTEMS
M406 KNOW THE PROCEDURES FOR OPERATION OF PORTABLE AND INSTALLED DEWATERING EQUIPMENT
M407 KNOW THE DAMAGE CONTROL ORGANIZATION
M408 KNOW THE METHODS AND PROCEDURES FOR COMMUNICATIONS IN A DAMAGE CONTROL SITUATION
M409 KNOW HOW TO LOCATE SHIPBOARD DAMAGE CONTROL LOCKERS
M410 KNOW HOW TO USE THE CONTENTS OF A SHIPBOARD DAMAGE CONTROL LOCKER
M411 KNOW THE DUTIES AND RESPONSIBILITIES OF DAMAGE CONTROL EMERGENCY PARTIES

N. SURFACE PRESERVATION

N077 IDENTIFY FIXTURES, DEVICES AND SURFACES TO WHICH PAINT OR LIQUID CLEANERS SHOULD NOT BE APPLIED
N416 KNOW THE PURPOSES OF CLEANING AND PRESERVATION

O. MILITARY JUSTICE

O421 KNOW THE PURPOSE OF GOOD ORDER AND MILITARY DISCIPLINE
O422 KNOW THE AUTHORITY AND FUNCTIONS OF MILITARY POLICE/SHORE PATROL
O423 KNOW THE CONTENT AND RESPONSIBILITIES STATED IN ARTICLE (I) THROUGH (VI) OF THE CODE OF CONDUCT FOR MEMBERS OF THE ARMED FORCES OF THE UNITED STATES
O424 KNOW THE GENERAL CONTENT OF NAVY REGULATIONS, CHAPTER 8 (ARTICLES 0801-0803, 0810-0816, 0825-0826, 0829-0830, 0834 AND A0847) AND CHAPTER 11
O425 KNOW THE GENERAL CONTENT OF UCMJ ARTICLES 2, 3, 7-15, 25, A27, 37, 55, 77-134, 137-139
O426 KNOW THE TYPES OF COURTS-MARTIAL
O427 KNOW THE PURPOSE OF THE REPORT OF OFFENSE
O430 KNOW THE PROCEDURES FOR REDRESS OF GRIEVANCE

P. CAREER INFORMATION

P432 KNOW THE PURPOSE OF THE PROFESSIONAL DEVELOPMENT BOARD
P433 KNOW THE CAREER REENLISTMENT OBJECTIVES (CREO) PROGRAM
P434 KNOW THE REQUIREMENTS FOR ADVANCEMENT OF NON-RATED PERSONNEL
P435 KNOW THE PURPOSE OF THE ENLISTED PERFORMANCE EVALUATION SYSTEM
P436 KNOW THE OPPORTUNITIES FOR EDUCATION AND TRAINING
P437 KNOW HOW TO MANAGE PERSONAL FINANCES
P438 KNOW MILITARY PAY ENTITLEMENTS AND THE CONTENTS OF LEAVE AND EARNING STATEMENTS
P439 KNOW THE BENEFITS OF GOVERNMENT INSURANCE
P440 KNOW THE RIGHTS AND PRIVILEGES OF AND BENEFITS FOR FAMILY MEMBERS
P441 KNOW THE PROCEDURES AND REGULATIONS GOVERNING LEAVE AND LIBERTY REQUESTS
P442 KNOW HOW TO PREPARE LEAVE AND LIBERTY REQUESTS
P444 KNOW THE DEFINITIONS OF SEA DUTY, SHORE DUTY, AND NEUTRAL DUTY
P446 KNOW THE REQUIREMENTS FOR THE GOOD CONDUCT MEDAL
P447 KNOW THE REASONS FOR AND CONSEQUENCES OF THE VARIOUS TYPES OF DISCHARGES
P448 KNOW THE POLICY REGARDING PERSONAL RESPONSIBILITIES AND CONSEQUENCES OF DRUG AND ALCOHOL ABUSE

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-2]

- P450 KNOW THE PROGRAMS THAT LEAD TO NAVAL OFFICER COMMISSIONS
- P466 KNOW THE ROLES AND FUNCTIONS OF MASTER CHIEF PETTY OFFICER OF THE NAVY (MCPON), FLEET/FORCE (FMC) AND COMMAND MASTER CHIEF (CMC)
- P576 KNOW THE FUNCTION OF THE COMMAND CAREER COUNSELOR

Q. TRAINING

- Q469 KNOW THE PURPOSE AND GENERAL PROVISIONS OF THE PERSONNEL QUALIFICATION STANDARD (PQS) SYSTEM
- Q577 KNOW THE FUNCTION OF THE DEPARTMENTAL AND DIVISION TRAINING PETTY OFFICER
- Q578 KNOW THE FUNCTION OF THE EDUCATIONAL SERVICES OFFICER (ESO)

R. MANAGEMENT/ADMINISTRATION

- R105 PERFORM THE BASIC PROCEDURES USED IN THE MAINTENANCE MATERIAL MANAGEMENT (3M) SYSTEMS
- R107 MAINTAIN MANUALS, PUBLICATIONS, AND DIRECTIVES
- R474 DESCRIBE THE PURPOSE OF THE MAINTENANCE AND MATERIAL MANAGEMENT (3M) SYSTEMS

S. SEA POWER

- S476 KNOW GENERAL NAVAL HISTORY AND THE EVOLUTION OF TODAY'S NAVY
- S477 KNOW THE U.S. NAVY'S PEACETIME AND WARTIME ROLES, MISSIONS, RESPONSIBILITIES, AND CHALLENGES
- S478 KNOW THE COMPONENTS OF UNITED STATES SEA POWER: NAVY, MERCHANT MARINE, COAST GUARD, AND MILITARY SEALIFT COMMAND
- S479 KNOW THE OPERATIONAL COMPONENTS OF THE U.S. NAVY SEAPOWERS: STRIKING FORCES, TRIAD, WEAPONS AND SYSTEMS, GEOGRAPHIC AREAS OF CONCERN, AND OPERATIONAL READINESS

T. CUSTOMS, TRADITIONS & COURTESIES

- T481 KNOW THE PROCEDURES FOR CONDUCTING COLORS
- T482 PERFORM MILITARY COURTESIES DURING COLORS
- T483 HANDLE THE ENSIGN AND JACK
- T484 KNOW HOW, WHEN, AND TO WHOM THE HAND SALUTE IS RENDERED
- T485 PERFORM MILITARY COURTESIES WHEN BOARDING AND LEAVING A NAVAL VESSEL
- T486 PERFORM MILITARY COURTESIES WHEN CROSSING OR BEING IN THE VICINITY OF THE QUARTERDECK
- T487 PERFORM MILITARY COURTESIES WHEN THE NATIONAL ENSIGN PASSES, THE NATIONAL ANTHEM, OR THE NAVY SERVICE SONG IS PLAYED
- T488 PERFORM MILITARY COURTESIES WHEN PASSING, MEETING, ADDRESSING, INTRODUCING, REPLYING TO, WALKING, OR RIDING WITH AN OFFICER OF THE U.S. OR FOREIGN ARMED FORCES
- T489 PERFORM MILITARY COURTESIES WHEN ADDRESSING AND INTRODUCING ENLISTED PERSONNEL OF THE U.S. ARMED FORCES
- T490 PERFORM MILITARY COURTESIES WHEN SHIP AND BOAT PASSING HONORS ARE RENDERED
- T491 PERFORM MILITARY COURTESIES WHEN HONORS ARE BEING RENDERED
- T492 PERFORM MILITARY COURTESIES WHEN A FOREIGN NATIONAL ANTHEM IS PLAYED
- T558 PERFORM COURTESIES AFFORDED JUNIOR, MIDGRADE, AND SENIOR ENLISTED/ OFFICERS
- T580 KNOW NATIONAL ENSIGN ETIQUETTE
- T581 KNOW THE TRADITIONS RELATED TO UNIFORMS AND NAVY JARGON (SCUTTLEBUTT, HEAD, ETC.)
- T592 KNOW THE PLEDGE OF ALLEGIANCE

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-2]

U. ORGANIZATION

- U493 EXPLAIN THE PURPOSE AND FUNCTION OF THE CHAIN OF COMMAND
- U494 SUMMARIZE SCOPE AND PURPOSE OF THE STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM) OF THE U.S. NAVY
- U495 REVIEW THE CONTENT OF THE COMMAND'S STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM)

V. LEADERSHIP/SUPERVISION

- V499 EXPLAIN THE PURPOSE OF FOLLOWERSHIP AND LEADERSHIP
- V500 DESCRIBE THE CONCEPTS OF CORE VALUES
- V502 DESCRIBE THE AUTHORITY AND RESPONSIBILITY OF A PETTY OFFICER
- V504 STATE THE FUNDAMENTAL TERMS AND CONCEPTS OF TOTAL QUALITY LEADERSHIP (TQL)
- V582 IDENTIFY THE FUNDAMENTALS OF FOLLOWERSHIP

W. INTERNATIONAL AGREEMENTS

- W505 KNOW THE GENERAL PROVISIONS OF THE GENEVA CONVENTION CONCERNING TREATMENT AND RIGHTS OF PRISONERS OF WAR
- W507 KNOW THE GENERAL PROVISIONS OF THE LAW OF ARMED CONFLICT
- W508 KNOW THE GENERAL PROVISIONS OF THE CODE OF CONDUCT

X. SECURITY REQUIREMENTS

- X509 KNOW THE BASIC SECURITY POLICIES, REQUIREMENTS AND PROCEDURES FOR HANDLING CLASSIFIED MATERIAL AND INFORMATION
- X520 KNOW THE BASIC SECURITY REQUIREMENTS AND PROCEDURES PERTAINING TO AUTOMATED DATA PROCESSING (ADP) SECURITY
- X521 KNOW THE BASIC SECURITY REQUIREMENTS AND PROCEDURES PERTAINING TO TELEPHONE SECURITY
- X523 KNOW THE SAFEGUARDS AGAINST TERRORISM WHILE TRAVELING AND IN FOREIGN COUNTRIES
- X524 KNOW THE BASIC REQUIREMENTS AND PROCEDURES PERTAINING TO A BOMB THREAT
- X583 KNOW THE SAFEGUARDS AGAINST ACTS OF TERRORISM AND VICTIMIZATION

Y. PROGRAMS AND POLICIES

- Y525 KNOW THE PURPOSE OF THE NAVY SPONSOR PROGRAM
- Y526 KNOW THE PURPOSE OF THE HEALTH AND PHYSICAL READINESS PROGRAM
- Y527 KNOW THE PROVISIONS OF THE PRIVACY ACT
- Y528 KNOW THE DEFINITION OF AND POLICIES PERTAINING TO SEXUAL HARASSMENT
- Y529 KNOW THE STANDARDS OF CONDUCT AND PROFESSIONAL ETHICS
- Y530 KNOW THE PROVISIONS OF THE NAVY'S INTEGRITY AND EFFICIENCY PROGRAM (FRAUD, WASTE, AND ABUSE)
- Y531 KNOW THE PROCEDURES FOR STATE AND NATIONAL VOTING
- Y532 KNOW THE POLICY FOR EQUAL OPPORTUNITY AND HUMAN RIGHTS
- Y534 KNOW THE POLICY ON FRATERNIZATION
- Y535 KNOW THE PURPOSE OF THE NAVY ENERGY CONSERVATION PROGRAM
- Y537 KNOW THE CONTROLS FOR ENVIRONMENTAL CONDITIONS AND POLLUTION (PLASTICS AT SEA, OZONE DEPLETIONS, ETC.)
- Y539 KNOW THE PROVISIONS OF THE FAMILY OMBUDSMAN PROGRAM
- Y545 KNOW THE POLICIES OF COMMAND MANAGED EQUAL OPPORTUNITY
- Y552 KNOW THE SOURCES OF INFORMATION CONCERNING SERVICES AVAILABLE TO SINGLE SAILORS AND NAVY FAMILIES
- Y555 KNOW THE BASIC FUNDAMENTALS OF QUALITY ASSURANCE (QA)
- Y590 KNOW HOW TO COMMUNICATE WITH ELECTED OFFICIALS
- Y591 KNOW THE PURPOSE OF THE NAVY'S RELIGIOUS PROGRAM

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-2]

Z. HAZARDOUS MATERIALS

- Z041 IDENTIFY HAZARDOUS MATERIALS USING LABELS, SIGNS, AND SYMBOLS
- Z263 REVIEW MATERIAL SAFETY DATA SHEETS (MSDS)
- Z266 DISPOSE OF USED AND EXCESS HAZARDOUS MATERIALS
- Z268 CLEANUP HAZMAT SPILLS
- Z269 DISPOSE OF USED ABSORBENTS (SPEEDY DRY, RAGS, ETC.)
- Z322 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF HAZARDOUS MATERIALS
- Z323 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF MARINE SANITATION SYSTEMS
- Z328 KNOW THE SAFETY PRECAUTIONS WHEN WORKING WITH OR IN THE VICINITY OF PAINTS AND SOLVENTS
- Z334 KNOW THE PURPOSE AND USE OF THE MATERIAL SAFETY DATA SHEET (MSDS)
- Z335 KNOW HOW TO HANDLE AND STOW HAZARDOUS MATERIALS
- Z339 KNOW HOW TO READ AND INTERPRET HAZMAT LABELS
- Z420 KNOW THE SAFETY AND ENVIRONMENTAL PRECAUTIONS NECESSARY FOR REMOVING SURFACE COATINGS CONTAINING HAZARDOUS MATERIALS (LEAD, CHROMATE, ETC.)
- Z559 CLEAN HAZMAT CONTAINERS

E2 THROUGH E-9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-3]

D. UNIFORMS

D283 KNOW THE REGULATIONS FOR UPKEEP, WEARING, AND MARKING OF ORGANIZATIONAL AND SPECIAL CLOTHING

F. WATCH STANDING

F291 KNOW THE COMMAND'S WATCH ORGANIZATION

H. SHIPS & AIRCRAFT CHARACTERISTICS

H042 TAG-OUT EQUIPMENT

L. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE

L064 PERFORM DUTIES OF MONITORING AND DECONTAMINATION TEAM MEMBERS

N. SURFACE PRESERVATION

N076 MAINTAIN AND INVENTORY EQUIPMENT AND MATERIAL USED FOR PREPARING AND PAINTING A SURFACE

N078 IDENTIFY TYPES OF PRESERVATIVE COATINGS AND THE SURFACE UPON WHICH THEY ARE USED

N415 KNOW HOW TO CLEAN AND STOW PAINTING EQUIPMENT

N417 KNOW THE EQUIPMENT REQUIRED AND HOW TO PREPARE A SURFACE AND APPLY PRESERVATIVE COATINGS

P. CAREER INFORMATION

P083 DRAFT DUTY PREFERENCE FORMS

P092 ASSIST IN INDOCTRINATING NEWLY REPORTING PERSONNEL

P451 KNOW THE REQUIREMENTS FOR ADVANCEMENT IN RATE AND SELECTION OF PETTY OFFICERS

P452 KNOW HOW ENLISTED ASSIGNMENTS ARE MADE

P453 KNOW THE PROGRAMS FOR AWARDS, COMMENDATIONS, AND PERSONNEL RECOGNITION

P459 KNOW THE INCENTIVES FOR REENLISTMENT, EDUCATION, AND SPECIAL DUTY

Q. TRAINING

Q470 EXPLAIN THE PURPOSE OF THE NAVY TRAINING FEEDBACK SYSTEM (NTFS) (OPNAVINST 1500.71 SERIES)

R. MANAGEMENT/ADMINISTRATION

R103 MAINTAIN LOGS AND FILES

X. SECURITY REQUIREMENTS

X544 KNOW OPPORTUNITIES AVAILABLE THROUGH THE MILITARY CASH AWARDS PROGRAM (INCLUDING BOSS)

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-4]

C. DRILL AND FORMATION

C584 KNOW PROCEDURES FOR CLOSE ORDER DRILL

D. UNIFORMS

D281 KNOW THE REGULATIONS CONCERNING MALE AND FEMALE GROOMING STANDARDS

D284 KNOW HOW TO WEAR PETTY OFFICER INSIGNIAS

F. WATCHSTANDING

F022 RELIEVE AN ARMED WATCH

F025 STAND PETTY OFFICER MILITARY WATCHES (PETTY OFFICER OF THE WATCH, MASTER-AT-ARMS, POLICE PETTY OFFICER, SHORE PATROL, ETC.)

I. SAFETY

I043 AUDIT TAG-OUT LOG

I047 SUPERVISE WORK CENTER AND JOB SITE SAFETY

I048 INSTRUCT PERSONNEL IN WORK-RELATED HAZARDS, SAFETY PRECAUTIONS, AND IN THE USE AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

M. DAMAGE CONTROL

M068 MAKE DAMAGE CONTROL CLOSURE LOG ENTRIES

M074 MAINTAIN DAMAGE CONTROL FITTINGS AND EQUIPMENT

O. MILITARY JUSTICE

O079 PREPARE A REPORT OF OFFENSE

O082 INFORM CHAIN OF COMMAND ON MATTERS PERTAINING TO GOOD ORDER AND DISCIPLINE

O428 KNOW THE PROCEEDINGS LEADING TO CAPTAINS MAST

O585 KNOW THE COMPOSITION OF COURTS-MARTIALS

P. CAREER INFORMATION

P084 PROVIDE INPUTS FOR ENLISTED EVALUATIONS

P445 KNOW THE CONTENTS OF THE ENLISTED SERVICE RECORD

P449 KNOW THE PROGRAMS FOR COUNSELING AND TREATING PERSONNEL WITH DRUG AND/OR ALCOHOL PROBLEMS

P454 KNOW THE REQUIREMENTS FOR ENLISTED WARFARE SPECIALIST DESIGNATIONS

P455 KNOW THE OPTIONS FOR SPECIAL PROGRAMS AND/OR ASSIGNMENTS

P456 KNOW THE FUNCTION AND USE OF THE NAVY ENLISTED CLASSIFICATION (NEC) SYSTEM

Q. TRAINING

Q093 TRAIN PERSONNEL USING DEMONSTRATION, DISCUSSION, AND LECTURE METHODS

Q094 MAINTAIN QUALIFICATION RECORDS

R. MANAGEMENT/ADMINISTRATION

R104 REQUISITION SUPPLIES AND MATERIAL THROUGH THE NAVY SUPPLY SYSTEM

U. ORGANIZATION

U496 IDENTIFY THE NAMES, ABBREVIATIONS, AND STATE THE MISSION OF MAJOR COMMANDS WITHIN THE DEPARTMENT OF THE NAVY, SHORE ESTABLISHMENTS, AND OPERATING FORCES

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-4]

V. LEADERSHIP/SUPERVISION

- V146 TRANSLATE ASSIGNMENTS FROM THE IMMEDIATE SUPERVISOR INTO SPECIFIC TASKS FOR SUBORDINATES (REPAIR TEAM, WORK PARTY, WATCH, ETC.)
- V148 DETERMINE AVAILABILITY OF SUPPLIES, EQUIPMENT, AND TOOLS REQUIRED BY SUBORDINATES
- V151 ENSURE THAT SUBORDINATES ARE USING CORRECT AND SAFE PROCEDURES WHILE ACCOMPLISHING TASKS
- V152 MEASURE PROGRESS OF SUBORDINATES JOB PERFORMANCE
- V153 GIVE SUBORDINATES IMMEDIATE FEEDBACK ON QUALITY OF JOB
- V154 EVALUATE COMPLETED ASSIGNMENTS OF SUBORDINATES FOR QUALITY, COMPLETENESS, AND TIMELINESS
- V155 REPORT JOB PROGRESS TO IMMEDIATE SUPERVISOR
- V156 EVALUATE SUBORDINATES SUGGESTIONS TO IMPROVE JOB PERFORMANCE AND MAKE APPROPRIATE RECOMMENDATIONS TO THE CHAIN OF COMMAND
- V157 APPRISE IMMEDIATE SUPERVISORS OF SUBORDINATES PERFORMANCE
- V158 RESOLVE CONFLICTS OR DIFFERENCES BETWEEN SUBORDINATES
- V501 IDENTIFY THE FUNDAMENTALS OF LEADERSHIP
- V503 EXPLAIN EQUAL OPPORTUNITY AND HUMAN RIGHTS ELEMENTS OF LEADERSHIP PROGRAMS AND POLICIES
- V540 KNOW THE PURPOSE OF THE PRIDE, PROFESSIONALISM, PERSONAL EXCELLENCE, AND COMMUNITY SUPPORT PROGRAMS
- V542 KNOW THE PETTY OFFICER'S RESPONSIBILITY IN THE NAVY'S DRUG AND ALCOHOL ABUSE PREVENTION AND CONTROL PROGRAM
- V550 KNOW THE PURPOSE OF THE CASUALTY ASSISTANCE CALLS OFFICER (CACO)
- V596 PARTICIPATE IN PROCESS IMPROVEMENT ACTIVITIES USING FUNDAMENTAL TQL CONCEPTS

Z. HAZARDOUS MATERIALS

- Z267 INSPECT HAZMAT CONTAINERS
- Z336 KNOW PROPER SAFETY AND HANDLING PROCEDURES WHEN DISPOSING OF HAZARDOUS MATERIALS
- Z419 KNOW WHICH CLEANING SOLVENTS TO USE AND ISSUE THEM FOR USE IN INTERIOR AND EXTERIOR SPACES
- Z560 SUPERVISE THE DISPOSAL OF USED AND EXCESS HAZARDOUS MATERIALS
- Z561 SUPERVISE THE DISPOSAL OF USED ABSORBENTS (SPEEDY DRY, RAGS, ETC.)

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-5]

A. WATCH, QUARTER, AND STATION BILL

A001 PREPARE A DIVISIONAL WATCH, QUARTER, AND STATION BILL

C. DRILL AND FORMATION

C008 CONDUCT CLOSE ORDER DRILL

D. UNIFORMS

D017 CONDUCT SEABAG INSPECTIONS

I. SAFETY

I045 PERFORM DUTIES OF A DIVISIONAL SAFETY PETTY OFFICER

I049 CONDUCT SAFETY AWARENESS TRAINING

I340 KNOW THE PURPOSE AND FUNCTION OF THE COMMAND'S SAFETY COUNCIL

J. FIRST AID & HEALTH

J360 KNOW HOW TO HANDLE SUICIDAL SITUATIONS

L. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE

L065 INSTRUCT PERSONNEL IN THE USE OF CBR PROTECTIVE CLOTHING AND EQUIPMENT FOR EACH LEVEL OF MISSION ORIENTED PROTECTIVE POSTURE (MOPP)

L066 INSTRUCT PERSONNEL ON ENTERING, EXITING, AND PERSONAL CLEANING IN THE COLLECTIVE PROTECTIVE SYSTEM (CPS) DECONTAMINATION STATION

M. DAMAGE CONTROL

M075 PERFORM THE DUTIES OF THE DUTY DIVISION DAMAGE CONTROL PETTY OFFICER (DUTY)

M412 KNOW THE DUTIES OF THE DIVISION DAMAGE CONTROL PETTY OFFICER (DDCPO)

O. MILITARY JUSTICE

O586 EXPLAIN THE PROCEDURES FOR REDRESS OF GRIEVANCE

P. CAREER INFORMATION

P085 PROVIDE INFORMATION ON FINANCIAL MANAGEMENT TO JUNIOR PERSONNEL

P460 KNOW THE PURPOSE OF THE PETTY OFFICER QUALITY CONTROL REVIEW BOARD

P461 KNOW HOW TO APPLY FOR LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) COMMISSIONING PROGRAMS

P464 KNOW THE FLEET RESERVE AND RETIREMENT PROGRAMS

Q. TRAINING

Q096 PERFORM THE DUTIES AND RESPONSIBILITIES OF THE TRAINING PETTY OFFICER

R. MANAGEMENT/ADMINISTRATION

R115 PREPARE NAVAL AND BUSINESS CORRESPONDENCE (SECNAVINST A5216.5)

R473 IDENTIFY WHO IS AUTHORIZED TO SIGN OFFICIAL NAVY DOCUMENTS

R475 EXPLAIN THE RESPONSIBILITY OF SIGNATURE (BY DIRECTION) AUTHORITY

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-5]

T. CUSTOMS, TRADITIONS & COURTESIES

- T563 PERFORM MILITARY COURTESIES AS FORMATION LEADERS
- T587 KNOW THE TRADITIONS RELATED TO CEREMONIES AND HONORS

U. ORGANIZATION

- U498 DESCRIBE THE MISSION AND FUNCTION OF: THE PRESIDENT, SECRETARY OF DEFENSE, SECRETARIES OF THE MILITARY DEPARTMENTS, CHAIRMAN AND JOINT CHIEFS OF STAFF, UNIFIED AND SPECIFIED COMMANDS OF THE U.S. ARMED FORCES

V. LEADERSHIP/SUPERVISION

- V160 TRANSLATE DAILY WORK REQUIREMENTS FROM IMMEDIATE SUPERVISOR INTO SPECIFIC ASSIGNMENTS FOR WORK CENTERS
- V163 COORDINATE AVAILABILITY OF TOOLS, SUPPLIES, EQUIPMENT, AND PARTS TO PERFORM TASKS
- V165 EVALUATE SUBORDINATE QUALIFICATIONS TO PERFORM TASKS
- V166 COUNSEL SUBORDINATES ON PROFESSIONAL PERFORMANCE
- V167 RECOMMEND FORMAL REWARD OR RECOGNITION FOR SUBORDINATES
- V169 DEVELOP AND PUBLISH DAILY WORK SCHEDULES FOR SHIFTS, OFFICES, OR WORK CENTERS
- V185 PROVIDE RATING SPECIFIC EXPERTISE TO SUBORDINATES
- V188 PROVIDE LEADERSHIP IN SUPPORT OF COMMAND MANAGEMENT POLICIES
- V564 EXPLAIN THE DEPARTMENT OF THE NAVY'S (DON) PRIMARY STRATEGY FOR IMPROVING MISSION READINESS USING BASIC TOTAL QUALITY (TQ) PROCESSES
- V597 PARTICIPATE AS A TEAM MEMBER OF A PROCESS IMPROVEMENT TEAM

X. SECURITY REQUIREMENTS

- X242 TRAIN PERSONNEL IN THE SAFEGUARDS AGAINST ACTS OF TERRORISM AND VICTIMIZATION
- X565 TRAIN PERSONNEL IN PROCEDURES PERTAINING TO BOMB THREATS

Y. PROGRAMS AND POLICIES

- Y546 KNOW THE SUPERVISORY RESPONSIBILITIES FOR COMMAND MANAGED EQUAL OPPORTUNITY
- Y547 KNOW THE PROGRAMS AND POLICES FOR IDENTIFYING AND PROVIDING TREATMENT FOR DRUG AND ALCOHOL ABUSERS
- Y548 KNOW THE COMMAND ASSESSMENT TEAM (CAT) PROCESS
- Y549 KNOW THE COMMAND TRAINING TEAM (CTT) PROCESS

Z. HAZARDOUS MATERIALS

- Z046 PERFORM DUTIES OF HAZARDOUS MATERIAL CONTROL AND MANAGEMENT TECHNICIAN
- Z261 REVIEW HAZARDOUS MATERIAL USERS GUIDE (HMUG)
- Z262 REVIEW HAZMAT INVENTORIES
- Z265 INSPECT HAZMAT STORAGE AREAS MATERIALS
- Z337 KNOW THE PROCEDURES FOR REPORTING AND CLEANING UP HAZARDOUS MATERIAL SPILLS

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-6]

A. WATCH, QUARTER, AND STATION BILL

A002 MAINTAIN A DIVISIONAL WATCH, QUARTER, AND STATION BILL
A003 ASSIGN PERSONNEL TO A WATCH, QUARTER, AND STATION BILL

C. DRILL AND FORMATION

C011 PREPARE PERSONNEL FOR PRESENTATION AT INSPECTIONS, QUARTERS, AND CEREMONIAL EVENTS
C012 PRESENT PERSONNEL AT INSPECTIONS, QUARTERS, AND CEREMONIAL EVENTS

D. UNIFORMS

D018 CONDUCT PERSONNEL INSPECTIONS

F. WATCHSTANDING

F026 STAND WATCH AS JUNIOR OFFICER OF THE DECK (JOOD) IN PORT
F027 STAND DUTY AS A SECTION LEADER
F028 STAND WATCH AS DIVISIONAL DUTY OFFICER
F029 STAND WATCH AS OFFICER OF THE DECK (OOD) IN PORT
F030 STAND WATCH AS OFFICER OF THE DECK (OOD) AT ANCHOR
F033 COORDINATE ENLISTED WATCHBILLS

M. DAMAGE CONTROL

M414 KNOW THE DUTIES OF MEMBERS OF THE DAMAGE CONTROL TRAINING TEAM

O. MILITARY JUSTICE

O080 CONDUCT PRELIMINARY INVESTIGATION OF OFFENSES

P. CAREER INFORMATION

P087 SUPERVISE THE ADMINISTRATION OF THE PERSONNEL ADVANCEMENT REQUIREMENTS (PARS) SYSTEM
P089 REVIEW ENLISTED SERVICE RECORDS
P090 PROVIDE CAREER INFORMATION TO JUNIOR PERSONNEL
P091 PROVIDE FINANCIAL MANAGEMENT INFORMATION AND REFERRALS
P462 KNOW THE ROLES AND FUNCTIONS OF THE CHIEF, SENIOR CHIEF, AND MASTER CHIEF PETTY OFFICER
P463 KNOW THE PROCEDURES FOR ADVANCING AND SELECTING CHIEF, SENIOR CHIEF, AND MASTER CHIEF PETTY OFFICER
P593 KNOW THE ELIGIBILITY REQUIREMENTS OF THE SENIOR ENLISTED ACADEMY AND SERVICE ACADEMIES

Q. TRAINING

Q095 SUPERVISE DIVISIONAL PERSONNEL QUALIFICATION STANDARDS (PQS) SYSTEM

R. MANAGEMENT/ADMINISTRATION

R114 PERFORM THE DUTIES OF THE LEADING PETTY OFFICER (LPO)
R116 PREPARE NAVAL MESSAGES (NAVAL TELECOMMUNICATIONS PUBLICATION (NTP3))
R123 PREPARE AND PRESENT BRIEFINGS
R594 KNOW HOW TO COORDINATE INFORMATION WITH OTHER SERVICES AND GOVERNMENT AGENCIES

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-6]

V. LEADERSHIP/SUPERVISION

- V113 SUPERVISE INDIVIDUALS ASSIGNED EXTRA MILITARY INSTRUCTION, EXTENSION OF WORKING HOURS, AND WITHHOLDING OF PRIVILEGES
- V120 SUPERVISE THE PROCUREMENT, CARE, PRESERVATION, STOWAGE, INVENTORY, AND DISPOSAL OF SUPPLIES, EQUIPMENT, AND REPAIR PARTS
- V162 EVALUATE SPECIFIC ASSIGNMENTS TO DETERMINE TIMELINES AND REQUIRED RESOURCES
- V164 DIRECT DAILY WORK CENTER ASSIGNMENTS
- V168 REVIEW OPERATIONAL SCHEDULES TO BUILD SHIFT, OFFICE, OR WORK CENTER SCHEDULES
- V173 ASSESS AND REPORT MATERIAL AND PERSONNEL READINESS FOR SHIFTS, OFFICES, OR WORK CENTERS
- V175 PRIORITIZE OVERALL JOB TASKS FOR SHIFTS, OFFICES OR WORK CENTERS
- V177 ASSIGN WORK LOCATIONS TO MEMBERS OF SHIFTS, OFFICES, OR WORKCENTERS
- V180 TRACK PROGRESS OF OVERALL WORK EFFORTS IN SHIFTS, OFFICES, OR WORK CENTERS
- V181 RECOMMEND SUBORDINATES FOR ASSIGNMENT TO COMMAND OR DEPARTMENTAL COLLATERAL DUTIES
- V183 DRAFT RECOMMENDATIONS FOR AWARD/RECOGNITION FOR ASSIGNED SUBORDINATES
- V184 IDENTIFY MANPOWER/PERSONNEL REQUIREMENTS/DEFICIENCIES OF SHIFTS, OFFICES, OR WORK CENTERS
- V205 MONITOR WORK CENTER OR OFFICE PROGRAMS (QUALITY, TRAINING, SAFETY, ETC.)
- V237 COUNSEL ENLISTED PERSONNEL ON PERSONAL MATTERS
- V566 EXPLAIN THE DON'S PRIMARY STRATEGY FOR IMPROVING MISSION READINESS USING INTERMEDIATE TQ PROCESSES
- V598 SUPERVISE PROCESS IMPROVEMENT ACTIVITIES USING TQL KNOWLEDGE AND SKILLS

X. SECURITY REQUIREMENTS

- X243 TRAIN PERSONNEL IN SECURITY REQUIREMENTS REGARDING VISITS TO SHIP OR COMMAND
- X244 TRAIN PERSONNEL IN SECURITY REQUIREMENTS REGARDING VISITORS WITH AND WITHOUT VISIT CLEARANCES
- X245 TRAIN PERSONNEL IN SECURITY REQUIREMENTS REGARDING UNAUTHORIZED VISITORS
- X246 TRAIN PERSONNEL IN SECURITY REQUIREMENTS REGARDING SECURITY WATCHES IN U.S. AND FOREIGN PORTS
- X247 TRAIN PERSONNEL IN THE BASIC POLICIES OF THE DEPARTMENT OF THE NAVY INFORMATION AND PERSONNEL SECURITY PROGRAM

Y. PROGRAMS AND POLICIES

- Y259 SUPERVISE INTEGRITY AND EFFICIENCY PROGRAMS (FRAUD, WASTE, AND ABUSE)
- Y541 IMPLEMENT THE NAVY'S PRIDE, PROFESSIONALISM, PERSONAL EXCELLENCE, AND COMMUNITY SUPPORT PROGRAMS
- Y567 PROVIDE INFORMATION SERVICES AVAILABLE TO SINGLE SAILORS AND NAVY FAMILIES
- Y568 TRAIN TO THE NAVY'S QA PROGRAM

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-7]

A. WATCH, QUARTER, AND STATION BILL

A004 REVIEW AND MONITOR ASSIGNMENT OF PERSONNEL TO THE WATCH, QUARTER, AND STATION BILL

C. DRILL AND FORMATION

C009 PLAN AND COORDINATE INSPECTIONS, QUARTERS, AND CEREMONIAL EVENTS

D. UNIFORMS

D019 MAKE RECOMMENDATIONS CONCERNING UNIFORM MATTERS TO THE UNIFORM BOARD

D285 KNOW HOW TO MARK, WEAR, AND MAINTAIN CPO UNIFORMS

F. WATCHSTANDING

F031 STAND DUTY AS BOAT OFFICER

M. DAMAGE CONTROL

M413 KNOW THE DUTIES OF THE DEPARTMENTAL DAMAGE CONTROL CHIEF PETTY OFFICER (DDCCPO)

O. MILITARY JUSTICE

O081 PERFORM THE DUTIES AS A MEMBER OF A DISCIPLINARY REVIEW BOARD

P. CAREER INFORMATION

P088 MONITOR THE COMPLETION OF PARS WITHIN THE DIVISION

P465 KNOW THE FLEET OR FORCE AND COMMAND MASTER CHIEF PROGRAMS

P468 KNOW THE ROLES AND FUNCTIONS OF THE CHIEF OF NAVAL OPERATIONS (CNO)/MASTER CHIEF PETTY OFFICER OF THE NAVY'S (MCPON) SENIOR ENLISTED LEADERSHIP FORUM

Q. TRAINING

O097 PLAN AND DIRECT PERSONNEL TRAINING

O098 TRAIN JUNIOR OFFICERS

O101 PROVIDE INPUT TO COMMAND INDOCTRINATION AND TRAINING PROGRAMS

R. MANAGEMENT/ADMINISTRATION

R110 PROVIDE GUIDANCE TO PERSONNEL PREPARING ENLISTED PERFORMANCE EVALUATIONS

R111 COUNSEL PERSONNEL ON ENLISTED PERFORMANCE EVALUATIONS

R112 PREPARE ENLISTED PERFORMANCE EVALUATIONS

R119 PREPARE AND SUBMIT BUDGET REQUESTS

R124 REVIEW NAVAL CORRESPONDENCE AND MESSAGES

R130 PERFORM THE DUTIES OF A DIVISION OFFICER

R131 PROVIDE INPUT TO MANPOWER AUTHORIZATION CHANGE REQUESTS

R133 PREPARE POINT PAPERS

R134 PREPARE INSTRUCTIONS AND DIRECTIVES

R135 REVIEW ENLISTED DISTRIBUTION AND VERIFICATION REPORTS (EDVR) FOR DISCREPANCIES AND REPORT FINDINGS

T. CUSTOMS, TRADITIONS & COURTESIES

T588 KNOW THE PROCEDURES FOR CEREMONIAL EVENTS (CHANGE OF COMMAND, RETIREMENTS, ETC.)

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-7]

U. ORGANIZATION

- U144 REVIEW AND SUBMIT CHANGES TO COMMAND'S STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM)
- U497 REVIEW THE CONTENT OF THE STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM) OF THE U.S. NAVY

V. LEADERSHIP/SUPERVISION

- V111 COUNSEL PERSONNEL ON ENLISTED PERFORMANCE EVALUATIONS
- V189 TRANSLATE COMMAND OR DEPARTMENTAL INSTRUCTIONS AND DOCUMENTS INTO DIVISION WORK REQUIREMENTS
- V190 REVIEW OPERATIONAL SCHEDULES TO BUILD DIVISION WORK SCHEDULES AND TIMELINES
- V192 PRIORITIZE OVERALL DIVISION TASKING
- V195 ASSESS AND REPORT DIVISION MATERIAL AND PERSONNEL READINESS
- V198 DELEGATE AUTHORITY TO SUBORDINATES TO PERFORM DIVISION FUNCTIONS
- V199 PROVIDE GUIDANCE TO THE LPO ON JOB TASK PERFORMANCE
- V200 MONITOR ASSIGNMENT AND UTILIZATION OF DIVISION PERSONNEL
- V201 TRACK PROGRESS OF OVERALL DIVISION WORK EFFORTS
- V202 COORDINATE AND EVALUATE STATUS AND IMPACT OF DIVISION WORK WITH OTHER DIVISIONS
- V203 REVIEW, EDIT, AND FORWARD RECOMMENDATIONS FOR FORMAL AWARDS OR RECOGNITION
- V204 ASSIST THE BRANCH OR DIVISION OFFICER IN THE DEVELOPMENT OF POLICY
- V206 DEVELOP PLAN OF ACTION AND MILESTONES (POA&M)
- V238 REFER PERSONNEL WITH PROBLEMS BEYOND THE CAPABILITY OF THE COMMAND TO APPROPRIATE RESOURCES
- V571 EXPLAIN THE DON'S PRIMARY STRATEGY FOR IMPROVING MISSION READINESS USING ADVANCED TQ PROCESSES
- V572 MONITOR DIVISIONAL PROGRAMS (QUALITY ASSURANCE, TRAINING, SAFETY, ETC.)
- V599 LEAD A PROCESS IMPROVEMENT TEAM

X. SECURITY REQUIREMENTS

- X248 TRAIN PERSONNEL REGARDING COMPROMISE OF U.S. NAVY INFORMATION AND OTHER SECURITY VIOLATIONS
- X249 TRAIN PERSONNEL IN COUNTERINTELLIGENCE MATTERS TO BE REPORTED TO NAVAL CRIMINAL INVESTIGATIVE SERVICE
- X250 TRAIN PERSONNEL IN THE CLASSIFICATION, DECLASSIFICATION, DOWNGRADING, AND UPGRADING OF CLASSIFIED MATTER
- X251 TRAIN PERSONNEL IN THE SECURITY POLICIES, REQUIREMENTS, AND PROCEDURES FOR HANDLING CLASSIFIED MATERIAL AND INFORMATION
- X257 TRAIN PERSONNEL REGARDING PERSONNEL CLEARANCES
- X258 TRAIN PERSONNEL REGARDING ADP SECURITY

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-8]

A. WATCH, QUARTER, AND STATION BILL

A005 COORDINATE THE PREPARATION AND ASSIGNMENT OF PERSONNEL TO THE DEPARTMENTAL WATCH, QUARTER, AND STATION BILL

O. MILITARY JUSTICE

O569 PERFORM THE DUTIES AS CHAIRMAN OF A DISCIPLINARY REVIEW BOARD

O589 KNOW THE PROCEDURES FOR CONDUCTING CAPTAINS MAST

Q. TRAINING

Q099 ORGANIZE, SCHEDULE, AND EVALUATE TRAINING PROGRAMS

R. MANAGEMENT/ADMINISTRATION

R126 COORDINATE PREPARATION FOR ADMINISTRATIVE, MATERIAL AND/OR OPERATIONAL READINESS INSPECTIONS

R136 MONITOR LEAVE AND LIBERTY SCHEDULES

R570 REVIEW CONTENTS OF DEPARTMENTAL MANNING DOCUMENTS AND MAKE RECOMMENDATIONS FOR CHANGES

V. LEADERSHIP/SUPERVISION

V208 COORDINATE DEPARTMENTAL LEVEL WORK SCHEDULES

V209 PROVIDE PROGRAM AND TECHNICAL DIRECTION AT THE DEPARTMENTAL LEVEL

V210 TRANSLATE COMMAND OR DEPARTMENTAL INSTRUCTIONS AND DOCUMENTS INTO DEPARTMENT'S WORK REQUIREMENTS

V212 ASSESS AND REPORT DEPARTMENT'S MATERIAL AND PERSONNEL READINESS

V214 PRIORITIZE OVERALL DEPARTMENT WORK

V215 DELEGATE AUTHORITY FOR DEPARTMENT FUNCTIONS

V218 COORDINATE AND EVALUATE STATUS AND IMPACT OF DEPARTMENT WORK ON OTHER DEPARTMENTS

V219 REVIEW OPERATIONAL SCHEDULES TO BUILD DEPARTMENT WORK SCHEDULES AND TIMELINES

V220 PROVIDE GUIDANCE ON JOB PERFORMANCE TO DIVISION CHIEFS

V221 MONITOR ASSIGNMENT AND UTILIZATION OF DEPARTMENT PERSONNEL

V222 TRACK PROGRESS OF OVERALL DEPARTMENT WORK EFFORTS

V223 ENSURE THAT DIVISION SUPERVISORS SUBMIT RECOMMENDATIONS FOR FORMAL AWARDS OR RECOGNITION

V224 ASSIST THE DEPARTMENT HEAD IN DEVELOPMENT OF POLICY

V225 MONITOR DIVISIONAL POLICIES

V226 MONITOR DEPARTMENT PROGRAMS (QUALITY ASSURANCE, TRAINING, SAFETY, ETC.)

V600 TRAIN PERSONNEL ON FUNDAMENTAL TQL CONCEPTS AND ABILITIES

Y. PROGRAMS AND POLICIES

Y260 KNOW THE DUTIES OF CASUALTY ASSISTANCE CALLS OFFICER (CACO)

E2 THROUGH E9
NAVAL STANDARDS BY FUNCTIONAL AREA

[E-9]

A. WATCH, QUARTER, AND STATION BILL

A006 ADVISE THE CHAIN OF COMMAND ON THE CURRENCY OF THE COMMAND'S WATCH, QUARTER, AND STATION BILL

O. MILITARY JUSTICE

O573 ADVISE CHAIN OF COMMAND ON MATTERS OF GOOD ORDER AND DISCIPLINE OF THE COMMAND

Q. TRAINING

Q100 DEVELOP AND MONITOR COMMAND'S TRAINING PROGRAMS

Q102 MONITOR COMMAND INDOCTRINATION PROGRAM

R. MANAGEMENT/ADMINISTRATION

R137 REVIEW CONTENTS OF COMMAND'S MANNING DOCUMENTS AND MAKE RECOMMENDATIONS FOR CHANGE

V. LEADERSHIP/SUPERVISION

V227 PROVIDE GUIDANCE TO JUNIOR OFFICERS IN DEVELOPING LEADERSHIP SKILLS

V228 PROVIDE GUIDANCE TO SENIOR ENLISTED IN DEVELOPING LEADERSHIP SKILLS

V229 ADVISE CHAIN OF COMMAND ON ENLISTED PERSONNEL MATTERS

V230 PROVIDE LEADERSHIP IN THE CHIEF PETTY OFFICER'S MESS

V231 TRANSLATE NAVY AND COMMAND POLICES INTO UNIT REQUIREMENTS

V232 ASSESS AND REPORT COMMAND OR UNIT MATERIAL AND PERSONNEL READINESS

V234 REVIEW, RECOMMEND, AND MONITOR IMPLEMENTATION OF POLICY STATEMENTS, OPERATION ORDERS, AND DIRECTIVES

V236 PROVIDE COUNSEL TO SENIOR PERSONNEL

V574 IDENTIFY AND MEDIATE INTER-DEPARTMENTAL DIFFERENCES

V575 PROVIDE INPUT AND MONITOR COMMAND PROGRAMS (SAILOR OF THE YEAR, SPONSOR, ETC.)